

U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <b>Panama</b>	2. Agency <b>State</b>	3a. Position Number <b>A52604</b>		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input checked="" type="checkbox"/> Yes A52606 <input type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="margin-left: 40px;">(Position Number) _____ (Title) _____ (Series) _____ (Grade) _____</div> <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain) _____				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority <b>HRO</b>	<b>Maintenance Foreman, 1210</b>	<b>FSN-6; FP-8</b>	<b>MAM</b>	<b>03/11/09</b>
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position ( <i>if different from official title</i> ) <b>Residential Foreman</b>		7. Name of Employee		
8. Office/Section <b>Management Section</b>		a. First Subdivision <b>Facilities Management</b>		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.   <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position.   <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.   <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.   <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
<b>13. BASIC FUCTION POSITION.</b> Incumbent is responsible for providing guidance and assigning work to a crew of different maintenance disciplines of up to 10 people. This employee assigns plumbing, electrical, carpentry, masonry, air conditioning and appliance repair work to his crew. The maintenance foreman coordinates transportation, tool requirements and materials and supplies for the crew to complete Work Order Request (WORS) assigned.				

**14. MAJOR DUTIES AND RESPONSIBILITIES.**

**% OF TIME**

1. Responsible for up to ten person maintenance crew. Incumbent is also responsible for the completion of Residential, Office, Preventive Maintenance and Repairs Work Order Requests (WORs). Serves as Duty maintenance Technician

35% OF TIME

2. Explains to the team members the requirements of WORs and makes sure that everyone understands. Incumbent provides guidance on tasks to be done and will handle the WOR itself if required. If the task assigned is unknown to crew, incumbent will provide on-the-job training.

25% OF TIME

3. Incumbent assures proper completion of work orders. Responsible for ordering materials/supplies needed if not available and decides the amount needed. Responsible for reporting to direct supervisor anything in regard to equipment, tools, supplies that is needed for himself and the crew under his guidance.

25% OF TIME

4. Responsible for coordinating transportation for the maintenance crew. Must assure tools, equipment and materials are available to the team members to complete WORs assigned especially when working outside the Embassy. Must be able to drive Embassy vehicle to offsite locations to obtain supplies, transport crew, etc.

10% OF TIME

5. Performs other related duties as required.

5% OF TIME

**NOTE: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

**15. Qualifications Required For Effective Performance**

a. Education:

Completion of high school is required.

b. Prior Work Experience:

Three years of electrical or mechanical or plumbing or construction or roofing experience is required. Six months supervisory experience.

c. Post Entry Training:

Must possess Construction Engineering Technician Certification issued by the Junta Técnica de Ingeniería y Arquitectura (MOP).

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level III Speaking/Reading/Writing Spanish (Good Working Knowledge) is required. Level II (Rudimentary) Speaking/Reading/Writing English is required.

e. Job Knowledge:

Must possess excellent knowledge of electrical theory, air conditioning system repair, generator repair. Must understand Panamanian and American electrical codes. Must know how to read and draw electrical, plumbing and mechanical and architectural/structural blueprints. Basic knowledge of Microsoft Suite.

f. Skills and Abilities:

Must possess a valid Panamanian Driver's license. Must be able to drive a forklift. Must know how to use equipment and Tools related with electrical, plumbing, mechanical and air conditioning system.

**16. Position Elements**

a. Supervision Received:

Directly supervised by the FSN Engineer.

b. Supervision Exercised:

None

c. Available Guidelines:

Post regulations, GSO standard operating procedures. American and Panamanian electrical, sanitary & plumbing, and construction codes.

c. Exercise of Judgment:

Always in the best interest of the U.S. Mission, methods required to accomplish the work.

d. Authority to Make Commitments:

Only those related to his area of work.

f. Nature, Level and Purpose of Contacts: Vendors at hardware stores and customers. Also Services and Preventive Maintenance Contractors during scheduled visits.

g. Time Expected to Reach Full Performance Level:

6 months.